

September 17, 2014

The Board of Commissioners held its Regular Meeting on Wednesday, September 17, 2014, in the Forand Manor Conference Room – at 5:15pm for the following reasons:

- 1. Meeting Called to Order**
- 2. Roll Call**
- 3. Resident/Community Concerns or Comments**
- 4. Approval of Minutes of Previous Meeting of August 14, 2014**
- 5. Budget: 10/01/14 – 9/30/15 Fiscal Year Discussion and Possible Approval**
- 6. Central Falls Affordable Housing-Discussion to transfer/lease property and possible approval**
 - 6 School Street land owned by Authority**
- 7. Executive Summary**
 - Grant Funding Update**
 - Pest Control**
 - SEMAP – Audit Review by HUD**
 - Modernization and Funding Obligation Updates – CFP**
 - Upcoming Conferences - NAHRO/NERC/PHADA**
- 8. Consent Agenda – Department Reports**
 - Financial Management**
 - Housing Management**
 - Leased Housing**

9. Executive Session: A portion of this meeting may be held in Executive Session pursuant to 42-46-5 (a)(1) and 42-46-5(a)(2) of the General Laws of the state of Rhode Island to discuss the following:

Potential litigation

Personnel Concerns

10. Adjournment

The meeting was called to order at 5:20pm by Chairperson Flynn.

Upon a Roll Call, those “Present” and “Absent” were as follows:

Present

Cornelius Flynn, Chairperson
Therriault, Commissioner
Paul Charette, Vice Chairman
Commissioner
Jackeline Parra, Commissioner

Absent

Lucia DeGamma,
Gladys Burns,

Others in attendance

Attorney Raymond Marcaccio
Tina Sullivan, Executive Director
Paula Llera-Delgado, Executive Administrative Assistant
Sue Levasseur, PH Manager
Denis Constantineau-Wilfrid Manor Tenant

Public Comment or Concern: Resident Denis Constantineau asked why the politicians were allowed to enter the building and walk the floors, and knock on doors. Executive Director Sullivan explained that they are not allowed to do so, and that a tenant must have let them into the building. Mr. Constantineau also mentioned about the windows being open on the 6th floor in the main hallway, and that other residents are complaining to, and asked that the situation be addressed. Executive Director Sullivan said that she will address these concerns.

Approval of Minutes:

Chairman Flynn asked if there were any questions or concerns regarding the regular meeting minutes of the previous meeting August 14th 2014. There being no questions or concerns, a motion were made by Commissioner Parra to approve 8/14/2014 minutes, the motion was seconded by Vice Chairman Charette and carried by all present.

Budget: 10/01/14 – 9/30/15 Fiscal Year Discussion and Possible Approval

FY 10/1/14-09/30/15 Budget Revision Discussion & Approval – Resolution #1039

Dan Robillard, Fee Accountant, came before the board to present the budget for FY 10/1/14-09/30/15. After much discussion the board Chairman, Flynn asked if there were any additional questions regarding the budget revision. There being no additional questions for the fee accountant chairman, Flynn asked for a motion to approve the resolution for the budget FY 10/1/2014 – 9/30/2015. A motion was made by Vice Chairman Charette, and seconded by Commissioner Parra and carried by all present.

Dan Robillard spoke about the amount of reserves in conjunction to the modernization projects to the housing, and stated that monies should be spent within the next fiscal year before it being absorbed by HUD. Executive Director Sullivan asked the BOC for permission to do so. Some of the projects consist of windows in the community room at Forand, and some repairs to both parking lots and camera upgrades at Forand and Wilfrid Manors. After much discussion and there being no additional questions for the Fee Accountant and the Executive Director, Chairman Flynn asked for a motion to approve the spending of the reserve monies and do some modernization projects. A motion was made by Commissioner Parra, and seconded by Vice Chairman Charette and carried by all present.

Central Falls Affordable Housing: 6 School Street Central Falls RI

Executive Director, Sullivan began the discussion pertaining to the

property located adjacent to the 2-4 School Street which is 6 School Street. This property is a vacant piece of property, and the Authority would like to sell/lease the 6 School Street property to the Affordable Housing Corporation. Dan Robillard explained to the BOC how to take the appropriate steps to begin the process. Executive Director Sullivan explained to the BOC that a Declaration of Trust would have to be drawn up and properly recorded with the city hall as the first step. When the property was purchased years ago the trust was never set up, and proper documentation was not recorded.

Executive Summary

Executive Director, Sullivan provided the BOC with a monthly update of PHAS, Public Housing, Section 8, Resident Services, and Grant Funding.

Executive Director Sullivan explained that HUD will be coming in to do a REAC Inspection late December. The maintenance has been working diligently to prepare the building's interior and exterior for the inspection.

PH unit turn over on an average is 14.2 days for both buildings. Only a few pest control problems right now, effected units are being baited for pests, they are minor concerns as of right now, and are

continually being treated aggressively as a preventive measure.

Kitchen upgrade project to begin in Octobers 2014, the project will consist of cabinets/countertops/range hoods/lighting etc. in the Forand Annex side only.

Section 8 Department maintains a High Performance Score, and with no finding from SEMAP.

Executive Director Tina Sullivan along with, Mayor Diossa, and Central Falls Fire Department Chief Robert Bradley announced the new "Caring For Your Neighbor". The Program began at Wilfrid and Forand Manors. The program is made a group of volunteers to make phone calls to residents that participated, and also consists of door hangers for every apartment door. The program aims to help meet the needs of housing authority seniors, and disabled and homebound residents.

The Authority applied for CDBG Funds through the City of Central Falls, and Social Service Funding also to assist with the salary of the Resident Services.

Chairman Flynn asked if there were any comments or concerns regarding the Executive Summary. There being no questions or concerns Chairman Flynn asked for a motion to approve. Vice Chairman Charette made a motion to accept the consent agenda,

seconded by Commissioner Parra and passed by all.

Consent Agenda

Executive Director, Sullivan provided updated department reports which consisted of Financial Management, Housing Management, and Leased Housing. Executive Director Sullivan stated that all departments are running smoothly.

Executive Director Sullivan explained that the Fee Accountant has finalized the budget as discussed prior in the meeting. Executive Director Sullivan also explains as of YTD all expenditures are on target with the last year's budget, and states there are no concerns at this time.

Executive Director explained a few new things happening this month: Kickball Tournament coming up with a great turnout and welcomed everyone to join in the activities. Also a program starting at the city hall every 3rd Thursday of the month where CFHA –FSS Program has hired 3 local students to meet and greet the patrons as they walk into the city hall. The Students will provide the visitors with direction as to where to go in the city hall, and also if it's raining walk them to the vehicles with an umbrella as a convenience to the visitor.

Section 8 waiting list went well; CFHA has received over 3K in applications, and will take some time to enter them all into the system. Executive Director explained to the BOC that she may have to hire a temp to enter the applications into the system, if they are not

being entered quickly enough.

Chairman Flynn asked if there were any questions, comments or concerns regarding the Consent Agenda. There being no questions or concerns Chairman Flynn asked for a motion to approve, Commissioner Parra made a motion to accept and approve the consent agenda, seconded by Vice Chairman Charette and passed by all.

Executive Session – Potential Litigation- Personnel Concerns

The Board voted to convene in Executive Session pursuant to R.I. General Laws 42-46-5 (a) (5) to discuss potential litigation.

- **Open Call to go into Executive Session**
 - o **Motion made by: Commissioner Parra**
 - o **Second by: Vice Chairman Charette**
 - o **Passed by all present**
- **Time in: 6:25 pm**

The Board voted to come out of Executive Session and that the meeting minutes and recording be closed in sealed in accordance with RI General Law Section 42-46-4:

- **Motion to come out of Executive Session**
 - o **Motion made by: Vice Chairman Charette**

- o Second by: Commissioner, Burns

- o Passed by all present

- Time out: 7:11 pm

- Time entered into Regular Session: 7:12 pm

- o Motion made by: Commissioner, Parra

- o Second by: Commissioner Burns

- o Passed by all present

Chairman Flynn asked if there were any further business to discuss, there being no further business, questions or concerns to come before the board, a motion was made by Commissioner, Parra and seconded by Vice Chairman Charette, to adjourn the meeting at 7:13 pm. The motion was carried by all.